

**REGULAR MEETING OF THE COMMON COUNCIL  
OF THE CITY OF EL MIRAGE  
EL MIRAGE CITY COUNCIL CHAMBERS  
10000 N. EL MIRAGE ROAD  
6:00 PM – TUESDAY, MARCH 7, 2017**

Members of the El Mirage City Council will attend either in person or by telephone conference call.

Please silence all electronic communication devices (including cell phones and pagers) before the meeting is called to order. Thank you.

Note: The Common Council of the City of El Mirage, by a duly passed motion, may vote in public session to adjourn to executive session on any agenda item in conformation with A.R.S. Section 38.431.03 including legal advice from the City Attorney.

**Agenda - AMENDED**

**I. ROLL CALL**

Mayor Lana Mook  
Councilmember Roy Delgado  
Councilmember Jack Palladino  
Councilmember David Shapera

Vice Mayor Joe Ramirez  
Councilmember Bob Jones  
Councilmember Lynn Selby

**II. CALL TO ORDER**

Pledge of Allegiance  
Moment of Silence  
Silence Cell Phones & Pagers

**III. CALL TO THE PUBLIC**

Citizens desiring to speak on a matter that IS NOT on this agenda may do so at this time. Comments shall be limited to three (3) minutes per person and shall be addressed to the City Council as a whole. At the conclusion of the Call to the Public, individual City Council Members may (1) respond to criticism made by those who have spoken (2) direct staff to review or respond to the matter, and/or (3) direct that the matter be put on a future agenda.

**IV. CONSENT AGENDA**

All items listed under the Consent Agenda will be voted on with one motion. If discussion is desired regarding any Consent Agenda Item, that item will be removed from the Consent Agenda and voted on separately.

1. Consideration and action approving the minutes of the Regular Council Meeting held Tuesday, February 21, 2017. (City Clerk)

2. Consideration and action to approve the destruction of municipal documents that have reached the end of their retention period as authorized under A.R.S. 41-151.19. (Finance)

## V. REGULAR AGENDA

- A. Consideration and action to adopt a notice of intent to change certain fees which could include adding, deleting, increasing or decreasing fees not sooner than 60 days from the date of posting the notice pursuant to A.R.S. Section 9-499.15. (Finance)

## VI. CITY MANAGER SUMMARY OF CURRENT EVENTS

The City Council may not act upon any matter in the City Manager's summary but may have general comment or questions. Items to be discussed will include, but not be limited to, the following:

1. New Employees
2. FY 2017-18 AzMT Changes
3. Fire Dept. Premier Level EMS Agency Certificate

## VII. MAYOR'S COMMENTS and COUNCIL SUMMARY OF CURRENT EVENTS


The Mayor and City Council may not discuss or act upon any matter in the summary unless the specific matter is properly noticed for legal action.

## VIII. ADJOURNMENT

*Accommodations for Individuals with Disabilities - Alternative format materials, sign language interpretation, assistive listening devices or interpretation in languages other than English are available upon 72 hours advance notice through the Office of the City Clerk, 10000 NW Grand Avenue, El Mirage, Arizona, (623) 876-2943, TDD (623)933-3258, or FAX (623) 876-4603. To the extent possible, additional reasonable accommodations will be made available within the time constraints of the request.*


## AFFIDAVIT OF POSTING – CITY COUNCIL MEETING OF MARCH 7, 2017

I hereby certify that this amended agenda was posted by 5:00 p.m. on March 6, 2017 at the following locations: 1) the City of El Mirage Exterior Bulletin Board at 10000 N.W. Grand Avenue, and 2) the City of El Mirage website at [www.elmirageaz.gov](http://www.elmirageaz.gov).

  
Sharon Antes, City Clerk

**REQUEST FOR COUNCIL ACTION**

<b>DATE SUBMITTED:</b> <u>02/28/2017</u>	<b>TYPE OF ACTION:</b> <input type="checkbox"/> RESOLUTION # _____ <input type="checkbox"/> ORDINANCE # _____ <input checked="" type="checkbox"/> OTHER: <u>Approval of Minutes</u>	<b>SUBJECT:</b> Consideration and action approving the minutes of the Regular Council meeting held Tuesday, February 21, 2017.
<b>DATE ACTION REQUESTED:</b> <u>03/07/2017</u>		
<input type="checkbox"/> REGULAR <input checked="" type="checkbox"/> CONSENT		

<b>TO:</b> Mayor and Council
<b>FROM:</b> Sharon Antes, City Clerk 
<b>RECOMMENDATION:</b> Approve minutes of the Regular Council meeting held Tuesday, February 21, 2017
<b>PROPOSED MOTION:</b> I move to approve minutes of Council meetings as presented.
<b>ATTACHMENTS:</b> Draft Minutes


**DISCUSSION:** Draft minutes are attached for Council's review and approval.

**FISCAL IMPACT:** N/A

**DEPARTMENT LINE ITEM ACCOUNT:** N/A

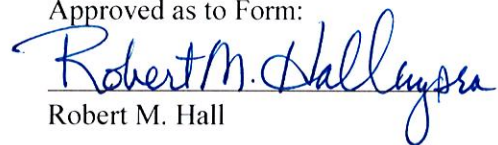
**BALANCE IN LINE ITEM IF APPROVED:** N/A

Deputy City Manager/Finance Director:

  
Robert Nilles

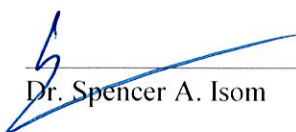
3/2/17  
Date

Approved as to Form:

  
Robert M. Hall

3/2/17  
Date

City Manager:

  
Dr. Spencer A. Isom

3/2/17  
Date

**REGULAR MEETING OF THE COMMON COUNCIL  
OF THE CITY OF EL MIRAGE  
EL MIRAGE CITY COUNCIL CHAMBERS  
10000 N. EL MIRAGE ROAD  
6:00 PM – TUESDAY, FEBRUARY 21, 2017**

**Minutes**

**I. ROLL CALL**

**Present:** Mayor Lana Mook, Vice Mayor Joe Ramirez, Councilmember Roy Delgado, Councilmember Bob Jones, Councilmember Lynn Selby, Councilmember David Shapera

**Excused:** Councilmember Jack Palladino

**II. CALL TO ORDER**

The meeting was called to order at 6:00 pm.

Pledge of Allegiance

Moment of Silence

Silence Cell Phones & Pagers

**III. CALL TO THE PUBLIC**

Citizens desiring to speak on a matter that IS NOT on this agenda may do so at this time. Comments shall be limited to three (3) minutes per person and shall be addressed to the City Council as a whole. At the conclusion of the Call to the Public, individual City Council Members may (1) respond to criticism made by those who have spoken (2) direct staff to review or respond to the matter, and/or (3) direct that the matter be put on a future agenda.

No Public Comment Cards were received.

**IV. CONSENT AGENDA**

All items listed under the Consent Agenda will be voted on with one motion. If discussion is desired regarding any Consent Agenda Item, that item will be removed from the Consent Agenda and voted on separately.

1. Consideration and action approving the minutes of the Regular Council Meeting held Tuesday, February 7, 2017. (City Clerk)
2. Consideration and action to accept a Map of Dedication for new right-of-way from the Southwest Steel property for the new Cheryl Drive to be constructed between El Mirage Road and 121<sup>st</sup> Avenue. (Development & Community Services)

**Vice Mayor Ramirez moved to approve Items 1 and 2 as presented on the Consent Agenda; seconded by Councilor Delgado. Motion carried unanimously (6/0).**

**REGULAR AGENDA**

- A.** Public hearing, closure of public hearing, followed by consideration and action to approve a Site Plan Major Amendment at 12545 W. Butler Drive, El Mirage, Arizona 85335 Phoenix Doors LLC. (Development & Community Services)

Mayor Mook opened the Public Hearing

Development Services Coordinator Jose Macias presented the proposed Site Plan Major Amendment for Phoenix Doors, Inc. This site represents 3.3 acres with a 7,500 sq. ft. building. It is currently zoned E/1 Employment/Industry with a land use of Light Manufacturing. In the General Plan it is considered Commerce/Industry Park. The vicinity surrounding this location is Industrial Use and is within the A.R.S. 28-8481 required 70-65 LDN. No public comments have been received. Mr. Macias reviewed the site plan map designating the area involved and showed the elevation and structure of the building. He stated Phoenix Doors, Inc. is a family owned and operated business which has have been producing package sets of custom doors since 1987; they moved to El Mirage in 1999 and employ 25 people, 12 of whom reside in El Mirage. The business is growing and the facility needs improvements. Staff has no objections. The Planning and Zoning Commission recommended approval of the application at the January 10, 2017 P & Z Commission meeting/public hearing on a 4-0 vote with the stipulation that the Technical Advisory Committee (TAC) review comments for the second submittal shall be addressed during the building permit process prior to a Certificate of Occupancy being issued.

Mayor Mook invited the owner to say a few words regarding this proposal. Phoenix Doors President Richard Kereny stated he never believed when they built the building in 1999 that they would outgrow it, but he was proven wrong and the proposed expansion is critical for them to continue operating successfully. They need the storage because currently all materials have to be brought inside when there is the slightest threat of inclement weather. The request is a simple building for storage only.

Councilor Delgado stated he believed Milgard windows are being produced in Surprise and asked if they are being produced here now? Mr. Kereny responded that his company does not produce windows, rather, they sell windows. Councilor Delgado asked if they will be having a sales office in El Mirage and Mr. Kereny informed him that the sales office is, indeed, in El Mirage.

Councilor Selby asked if the access road from Butler to the back of the property would be paved and Mr. Kereny responded yes, it will be paved.

Vice Mayor Ramirez asked where the new water retention area would be and whether there would be a need for a dry well. Mr. Kereny answered that the existing retention area is being expanded to be deeper and go all the way to the back of the property; there will be no need for additional equipment. Vice Mayor Ramirez asked if they would be required to improve the pavement to the north on the entryway and

was advised that pavement improvements to this area are scheduled in Fiscal Year 2018.

There were no public comments and Mayor Mook closed the Public Hearing.

**Vice Mayor Ramirez moved to approve a Site Plan Major Amendment at 12545 W. Butler Drive, El Mirage, Arizona 85335 Phoenix Doors LLC as presented; seconded by Councilor Delgado. Motion carried unanimously (6/0).**

## **V. CITY MANAGER SUMMARY OF CURRENT EVENTS**

The City Council may not act upon any matter in the City Manager's summary but may have general comment or questions. Items to be discussed will include, but not be limited to, the following:

### **1. Car Show – February 25, 2017**

Public Relations Manager Amber Wakeman invited everyone to the 6<sup>th</sup> Annual El Mirage Magnificent Motors In The Park event, a classic car and truck show on Saturday, February 25<sup>th</sup> from 9:00 am to 1:00 pm at Gentry Park located at 14010 N. El Mirage Road. There will be classic cars and hot rods on display.

### **2. Police Badge Presentation**

Police Chief Terry McDonald introduced Deputy Director Michael Ashley, Police Officer David Swingle and Police Property Technician Jason Michael. Mr. Ashley gave a short PowerPoint presentation depicting the new police badges and a brief history on their development. He showed a comparison of the old and new shields and the process for issuing officer badges with respective serial numbers once probation is completed. There were two designs; one design is solid gold for Chiefs, Assistant Chiefs, Lieutenants and Sergeants, and the other is two-tone gold and silver for Police Officers. The shields depict the new El Mirage police building and a sleek modern design. Technician Jason Michael designed the new shields and Officer Swingle surveyed officers; their feedback resulted in 87% approval of the new design. Council members were very impressed with the new badges. Chief McDonald commented that "cops" all talk about doing the same old thing and complain about change, so an 87% support of the new design is excellent. It is a beautiful badge and greatly appreciated by the employees.

Chief McDonald invited Council, Department Heads and citizens to attend an official swearing-in ceremony next Monday at 2:00 pm in the Blue Honor Community Room at the police station to swear in and pin the four officers recently introduced to Council.

Chief McDonald also asked resident Dan Reilly to come forward to announce an award from the VFW recently given to Detective Monica Rios. Officer Rios has been with the El Mirage Police Department for 20 years and has worked very hard. Mr. Reilly reported Monica Rios was named VFW 10695 Police Officer of the Year.



Dr. Isom invited Executive Director Aaron Walters of the YMCA to present the activities currently taking place at the YMCA. Mr. Walters stated he held an all-staff meeting at the end of January and Dr. Isom gave his staff a presentation regarding the history of the partnership with the City and the NW Valley YMCA. Mr. Walters stated he is striving to ensure all his employees are working in the same direction and he has quoted to his employees a saying by Tampa Bay Buccaneers coach Toby Dungy that there are “no excuses, no explanations” - just serve the community. He is pleased with the progress being made and the City partnership. In response to the Mayor’s inquiry, he gave a little of his personal history to Council stating he grew up in suburban Philadelphia, played baseball in College, and owned his own gym in Philadelphia for about eight years. His true desire however was to give back to the community and with his three children, he set up a non-profit organization. Later he moved his family to Florida where he worked two years for the YMCA before the opportunity in Phoenix brought him to the West Valley. Dr. Isom stated that the addition of Aaron is making a true partnership a reality. He frequently joins and participates in Senior Staff weekly meetings and has developed ways to partner that have never before been addressed. He congratulated Aaron on his success and continued endeavors with the YMCA and the City.

Vice Mayor Ramirez reported that on his visits to the YMCA he has observed Mr. Walters as a “hands-on” kind of guy; something he did not see before. He is very visible in the facility, working out and engaging with members, which he believes is noticeable and will make a big difference.

Dr. Isom also announced a new anti-litter program, “El Mirage, Let’s Pick It Up!” He explained that while the Public Works employee hired to focus on litter is doing an excellent job throughout the City, he believes a challenge remains inside the communities and pocket parks. This campaign is meant to engage residents, adults and children, to take pride in their communities and “pick it up.” He explained that all residents put their trash cans out on Wednesday evening for Thursday pick up and encouraged teams to form and collectively pick up debris and trash every Wednesday. He has met with the Dysart Unified School District who is very open to partnering with the City on this effort. The campaign will involve advertising, photo contests with prizes, and T-shirts to promote anti-litter. He encouraged Council Members to contact Amber Wakeman with their desired shirt size to obtain a T-shirt to promote the campaign. He will be speaking to the HOA Academy attendees in upcoming weeks to inform and encourage their support and participation in spreading the word throughout the communities.

## **VI. MAYOR’S COMMENTS and COUNCIL SUMMARY OF CURRENT EVENTS**

The Mayor and City Council may not discuss or act upon any matter in the summary unless the specific matter is properly noticed for legal action.

Councilor Delgado reported he attended a meeting in Gila Bend on behalf of the Library District to celebrate their recent expansion. Statistics for all district libraries

were given at the event and El Mirage usage has increased by 12%. Councilor Delgado also expressed his admiration of the new police shields.

Mayor Mook advised Council that there would be a group photo taken in the Council Chamber foyer at the time capsule site immediately following the meeting.

Mayor Mook asked City Clerk Sharon Antes to give a report on the on-going HOA Academy. Ms. Antes stated that three Monday evening sessions from 6:00 – 9:00 PM have been completed thus far with an average attendance of 25 residents. The first session focused on HOA legal issues, types of various documents, and general overview on the purpose of a homeowners association. The second session covered two topics; HOA insurance issues and documents and management companies. The insurance discussion was a joint presentation by retired real estate adjuster and El Mirage resident Monica Dorsey and Farmers Insurance Agent Kara Anspach. The role of the management company discussion was led by Certified Property Manager Misty Morgan and HOA Board President and El Mirage resident Mariane Anderson. The third session continued with Ms. Morgan and Ms. Anderson on HOA Board meetings and “hot topics.” Chief McDonald also gave an overview of how the City interacts with HOAs and how that interaction helps keep communities viable. The next session will address fiduciary responsibilities and the final session will discuss City and HOA partnerships with various departments giving short presentations. The intent of the Academy is to provide education to residents about the intent and workings of HOAs as well as open a dialog of communication. She advised there are five HOA board presidents in attendance along with board members and residents. A survey is taken at the end of each class and thus far, there has been very positive feedback.

Mayor Mook commented that many people are shocked at learning the various responsibilities making communication very important. Many HOA residents are unaware that they need to contact their management company to report HOA matters versus their board members or the City. Learning these differences is part of the intent of the Academy. There is a lot of misinformation because of different management policies and lack of communication. Information will appear in an upcoming newsletter regarding some of the hot topics discussed. Mayor Mook thanked Ms. Antes for doing an excellent job in putting together the Academy which involved a lot of work. Ms. Antes noted that the Academy was the work of a committee of residents that included Mariane Anderson, Laurie Carnal, Monica Dorsey, Donna Winston and Mayor Mook.

Mayor Mook also reported that she and Chief McDonald would be attending the Legislative session the following day to testify against a bill introduced to completely ban all photo radar in the State of Arizona.



**VII. ADJOURNMENT**

The meeting was adjourned at 6:38 pm.

**ATTEST:**

\_\_\_\_\_  
Lana Mook, Mayor

\_\_\_\_\_  
Sharon Antes, City Clerk

I hereby certify the aforementioned minutes are a true and accurate record of Regular El Mirage City Council Meeting held on Tuesday, February 21, 2017 and a quorum was present.

\_\_\_\_\_  
Sharon Antes, City Clerk

**REQUEST FOR COUNCIL ACTION**

<b>DATE SUBMITTED:</b> <u>2/28/2017</u>  <b>DATE ACTION REQUESTED:</b> <u>03/7/2017</u>  <b>REGULAR</b> <input checked="" type="checkbox"/> <b>CONSENT</b> <b>WORK STUDY</b> <input type="checkbox"/> <b>SPECIAL</b>	<b>TYPE OF ACTION:</b>  RESOLUTION # _____ ORDINANCE # _____ <input checked="" type="checkbox"/> <b>OTHER:</b> Destruction of records	<b>SUBJECT:</b> Consideration and action to approve the destruction of municipal documents that have reached the end of their retention period as authorized under A.R.S. 41-151.19.
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<b>TO:</b> Mayor and Council
<b>FROM:</b> Robert Nilles, Deputy City Manager\Finance Director
<b>RECOMMENDATION:</b> Approve to maintain Records Management as set by the State of Arizona.
<b>PROPOSED MOTION:</b> I move to approve the destruction of municipal documents as authorized under A.R.S. 41-151.19.
<b>ATTACHMENTS:</b> Certificate of Records Destruction.

**DISCUSSION:** The State of Arizona and the City of El Mirage have determined retention schedules for public record and destruction of those records not meant to be kept indefinitely. Orderly destruction of public records pursuant to the laws of the State of Arizona and the City of El Mirage will provide more space for permanent records and keep the City compliant with State law.

**FISCAL IMPACT:** Not to exceed \$200

**DEPARTMENT LINE ITEM ACCOUNT:** 10-511-313 Savings will come from 10-511-230

**BALANCE IN LINE ITEM IF APPROVED:**

Deputy City Manager\Finance Director:

Robert Nilles 3/2/17  
Robert Nilles Date

Approved as to form:

Robert M. Hall 3/2/17  
Robert M. Hall, City Attorney Date

City Manager:

Dr. Spencer A. Isom 3/2/17  
Dr. Spencer A. Isom Date



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ARCHIVES AND RECORDS MANAGEMENT

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CERTIFICATE OF RECORDS DESTRUCTION

As authorized under ARS §41-151.19, ....A report of records destruction that includes a list of all records disposed of shall be filed at least annually with the state library on a form prescribed by the state library.

Failure to comply with these procedures is a violation of ARS §41-151.19.

Public Body CITY OF EL MIRAGE

Division FINANCE

Department FINANCE

Office/Unit FINANCE

Record Series Title as Stated on Approved Schedule	Schedule Number or Date	Item #	Records Start Date	Records End Date	Format: Paper, Digital, Microfilm	# of Files, Boxes, Reels; Electronic File Size
Accounts Payable-UB Refunds	GS 1017	10057	07.01.2007	06.30.2008	Paper	.01 Box
Accounts Payable-UB Refunds-N-Z	GS 1017	10057	07.01.2008	06.30.2009	Paper	.01 Box
Accounts Payable-UB Refunds	GS 1017	10057	07.01.2008	06.30.2009	Paper	.01 Box
Accounts Payable-UB Refunds	GS 1017	10057	07.01.2009	06.30.2010	Paper	.01 Box
Accounts Payable-UB Refunds	GS 1017	10057	07.01.2009	06.30.2010	Paper	.01 Box
Accounts Payable-UB Refunds	GS 1017	10057	01.01.2010	01.31.2011	Paper	.01 Box
Accounts Payable-UB Refunds	GS 1017	10057	07.01.2010	06.30.2011	Paper	.01 Box
Accounts Payable-UB Refunds-July 2011 thru Feb 2012	GS 1017	10057	07.01.2011	02.28.2012	Paper	.01 Box
Accounts Payable-UB Refunds-March 2012 thru June 2012	GS 1017	10057	03.01.2012	06.30.2012	Paper	.01 Box
Accounts Payable-S-V	GS 1017	10057	07.01.1012	06.30.2013	Paper	.01 Box
Accounts Payable-A-Au	GS 1017	10086	07.01.1012	06.30.2013	Paper	.01 Box

Name (type or print):

Christy Eusebio

Signature:

*Christy Eusebio*

Title: Records Officer or Designee (type or print):

Assistant Finance Director

E-Mail:

ceusebio@elmirageaz.gov

Phone :

(623)876-2968

Date:

2/21/2017

RECORDS MANAGEMENT CENTER

1919 West Jefferson Street • Phoenix, Arizona 85009 • Home Page: <http://www.azlibrary.gov/records>

Phone: (602) 926-3815 • FAX: (602) 256-2838 • E-Mail: [records@azlibrary.gov](mailto:records@azlibrary.gov)



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Accounts Payable-CI-E	GS 1017	10057	07.01.2013	06.30.2013	Paper	.01 Box
Accounts Payable-AZ-CI	GS 1017	10057	07.01.2013	06.30.2013	Paper	.01 Box
Accounts Payable-F-I	GS 1017	10057	07.01.2013	06.30.2013	Paper	.01 Box
Accounts Payable-P-R	GS 1017	10057	07.01.2013	06.30.2013	Paper	.01 Box
Accounts Payable-J-M	GS 1017	10057	07.01.2013	06.30.2013	Paper	.01 Box
Accounts Payable-UB Refunds-W-Z	GS 1017	10057	05.01.2013	07.31.2013	Paper	.01 Box
Accounts Payable-UB Refunds	GS 1017	10057	08.01.2012	04.30.2013	Paper	.01 Box
Accounts Payable-UB Refunds	GS 1017	10057	06.01.2010	12.31.2011	Paper	.01 Box
Accounts Payable-UB Refunds	GS 1017	10057	05.01.2013	07.31.2013	Paper	.01 Box
Accounts Payable-UB Refunds	GS 1017	10057	08.01.2012	04.30.2013	Paper	.01 Box
Payroll Records	GS 1017	10086	07.01.2010	08.31.2010	Paper	.01 Box

Name (type or print): <b>Christy Eusebio</b>	Title: Records Officer or Designee (type or print): <b>Assistant Finance Director</b>	Phone : <b>(623)876-2968</b>
Signature: <i>Christy Eusebio</i>	E-Mail: <b>ceusebio@elmirageaz.gov</b>	Date: <b>2/21/2017</b>

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Payroll Records	GS 1017	10086	09.01.2010	10.31.2010	Paper	.01 Box
Payroll Records	GS 1017	10086	11.01.2010	12.31.2010	Paper	.01 Box
Payroll Records	GS 1017	10086	01.01.2011	02.28.2011	Paper	.01 Box
Payroll Records	GS 1017	10086	03.01.2011	04.31.2011	Paper	.01 Box
Payroll Records	GS 1017	10086	05.01.2011	06.30.2011	Paper	.01 Box
Payroll Benefits	GS 1017	10083	07.01.2010	06.30.2011	Paper	.01 Box
Payroll Wage Assignments	GS 1017	10083	07.01.2010	06.30.2011	Paper	.01 Box
Fire Timesheets	GS 1017	10085	07.01.2010	06.30.2011	Paper	.01 Box
Payroll Records	GS 1017	10086	07.01.2011	08.31.2011	Paper	.01 Box
Payroll Records	GS 1017	10086	09.01.2011	10.31.2011	Paper	.01 Box
Payroll Records	GS 1017	10086	11.01.2011	12.31.2011	Paper	.01 Box

Name (type or print):

Christy Eusebio

Title: Records Officer or Designee (type or print):

Assistant Finance Director

Phone :

(623)876-2968

Signature:

*Christy Eusebio*

E-Mail:

ceusebio@elmirageaz.gov

Date:

2/21/2017

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Payroll Records	GS 1017	10086	05.01.2012	06.01.2012	Paper	.01 Box
Payroll Benefits	GS 1017	10083	07.01.2011	06.30.2012	Paper	.01 Box
Payroll Quarterly Reports	GS 1017	10086	01.01.2010	12.31.2011	Paper	.01 Box
Accounts Payable -P-Card	GS 1017	10057	07.01.2011	06.30.2012	Paper	.01 Box
Accounts Payable -P-Card	GS 1017	10057	07.01.2008	06.30.2009	Paper	.01 Box
Grants	GS 1018	10273	07.01.1999	06.30.2006	Paper	.01 Box
Grants	GS 1018	10273	07.07.2008	06.30.2009	Paper	.01 Box
Bank Reconciliations	GS 1017	10060	07.01.2003	06.30.2004	Paper	.01 Box
Bank Reconciliations	GS 1017	10060	07.01.2001	06.30.2003	Paper	.01 Box

Name (type or print): <b>Christy Eusebio</b>	Title: Records Officer or Designee (type or print): <b>Assistant Finance Director</b>	Phone : <b>(623)876-2968</b>
Signature: <i>Christy Eusebio</i>	E-Mail: <b>ceusebio@elmirageaz.gov</b>	Date: <b>2/21/2017</b>

RECORDS MANAGEMENT CENTER

1919 West Jefferson Street • Phoenix, Arizona 85009 • Home Page: <http://www.azlibrary.gov/records>  
Phone: (602) 926-3815 • FAX: (602) 256-2838 • E-Mail: [records@azlibrary.gov](mailto:records@azlibrary.gov)



ARIZONA STATE  
LIBRARY, ARCHIVES AND PUBLIC RECORDS  
A DIVISION OF THE ARIZONA SECRETARY OF STATE  
Joan Clark, State Librarian & Director

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ARCHIVES AND RECORDS MANAGEMENT

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CERTIFICATE OF RECORDS DESTRUCTION

As authorized under ARS §41-151.19, ...A report of records destruction that includes a list of all records disposed of shall be filed at least annually with the state library on a form prescribed by the state library.

Failure to comply with these procedures is a violation of ARS §41-151.19.

Public Body CITY OF EL MIRAGE

Division FINANCE

Department FINANCE

Office/Unit FINANCE

Record Series Title as Stated on Approved Schedule	Schedule Number or Date	Item #	Records Start Date	Records End Date	Format: Paper, Digital, Microfilm	# of Files, Boxes, Reels, Electronic File Size
Bank Reconciliations	GS 1017	10060	07.01.2004	06.30.2006	Paper	.01 Box
Journal Entries	GS 1017	10071	07.01.2000	06.30.2001	Paper	.01 Box
Journal Entries	GS 1017	10071	02.01.2002	12.31.2002	Paper	.01 Box
Journal Entries	GS 1017	10071	01.01.2003	12.31.2003	Paper	.01 Box
Journal Entries	GS 1017	10071	07.01.2008	06.30.2009	Paper	.01 Box
Journal Entries	GS 1017	10071	07.01.2009	06.30.2010	Paper	.01 Box
Journal Entries	GS 1017	10071	07.01.2011	01.31.2012	Paper	.01 Box
Journal Entries	GS 1017	10071	03.01.2012	06.01.2012	Paper	.01 Box
Journal Entries	GS 1017	10071	07.01.2012	12.31.2012	Paper	.01 Box
Journal Entries	GS 1017	10071	01.01.2013	04.30.2013	Paper	.01 Box
Journal Entries	GS 1017	10071	05.01.2013	06.30.2013	Paper	.01 Box

Name (type or print):

Christy Eusebio

Title: Records Officer or Designee (type or print):

Assistant Finance Director

Phone :

(623)876-2968

Signature:

*Christy Eusebio*

E-Mail:

ceusebio@elmirageaz.gov

Date:

2/21/2017

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Failure to comply with these procedures is a violation of ARS §41-151.19.

Public Body CITY OF EL MIRAGE

Division FINANCE

Department FINANCE

Office/Unit FINANCE

Record Series Title as Stated on Approved Schedule	Schedule Number or Date	Item #	Records Start Date	Records End Date	Format: Paper, Digital, Microfilm	# of Files, Boxes, Reels; Electronic File Size
Business Licenses-inactivated	GS 1016	10259		05.01.2011	Paper	.01 Box
Business Licenses-inactivated	GS 1016	10259		05.01.2011	Paper	.01 Box
Business Licenses-inactivated	GS 1016	10259		05.01.2011	Paper	.01 Box
Business Licenses-Inactivated prior to 2010	GS 1016	10259		12.31.2009	Paper	.01 Box
Business Licenses-inactivated	GS 1016	10259		12.31.2009	Paper	.01 Box
Business Licenses-inactivated	GS 1016	10259		12.31.2009	Paper	.01 Box
Business Licenses-inactivated	GS 1016	10259		05.01.2011	Paper	.01 Box
Business Licenses-inactivated	GS 1016	10259		05.01.2011	Paper	.01 Box

Name (type or print): <b>Christy Eusebio</b>	Title: Records Officer or Designee (type or print): <b>Assistant Finance Director</b>	Phone : <b>(623)876-2968</b>
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**REQUEST FOR COUNCIL ACTION**

<b>DATE SUBMITTED:</b> <u>02/28/2017</u>  <b>DATE ACTION REQUESTED:</b> <u>03/07/2017</u>  <b>REGULAR</b> <input type="checkbox"/> <b>CONSENT</b> <input checked="" type="checkbox"/>	<b>TYPE OF ACTION:</b>  RESOLUTION # _____ ORDINANCE # _____ <input checked="" type="checkbox"/> <b>OTHER:</b> - Notice of intent.	<b>SUBJECT:</b> Consideration and action to adopt a notice of intent to change certain fees which could include adding, deleting, increasing or decreasing fees not sooner than 60 days from the date of posting the notice pursuant to A.R.S. Section 9-499.15.
---	--	--

<b>TO:</b> Mayor and Council
<b>FROM:</b> Robert A. Nilles – Deputy City Manager/Finance Director
<b>RECOMMENDATION:</b> Adopt a notice of intent to change certain fees which could include adding, deleting, increasing or decreasing fees not sooner than 60 days from the date of posting the notice pursuant to A.R.S. Section 9-499.15.
<b>PROPOSED MOTION:</b> Adopt a notice of intent to change certain fees as presented.
<b>ATTACHMENTS:</b> Proposed Fee Schedule

**DISCUSSION:** Miscellaneous user fees are reviewed annually during the budget process to ensure fees are set properly and to add or delete fees as needed. User fees are charged to provide certain services. These fees should be set at an amount sufficient to ensure full cost recovery and not be subsidized from general revenues.

**FISCAL IMPACT:** N/A

**DEPARTMENT LINE ITEM ACCOUNT:** N/A

**BALANCE IN LINE ITEM IF APPROVED:** N/A

Deputy City Manager/Finance Director:

Robert Nilles for 3/6/17  
Robert Nilles Date

Approved as to form:

Robert M. Hall 3/6/17  
Robert M. Hall, City Attorney Date

City Manager:

Dr. Spencer A. Isom 3/6/17  
Dr. Spencer A. Isom Date

City Of El Mirage, AZ  
Exhibit - A - Comprehensive Fee Schedule  
Effective July 1, 2017

LEGEND

RED FONT = PROPOSED NEW/CHANGED FEE  
FY2017-18

FEE TYPE	DESCRIPTION	UNIT OF MEASURE	FY2016-17	Proposed
<b>GENERAL FEES</b>				
<b>COPIES</b>				
	Black and White			
	8.5 x 11	Per Page	\$0.50	\$0.50
	8.5 x 14	Per Page	\$0.75	\$0.75
	11 x 17	Per Page	\$0.90	\$0.90
	Color			
	8.5 x 11	Per Page	\$1.00	\$1.00
	8.5 x 14	Per Page	\$1.50	\$1.50
	11 x 17	Per Page	\$1.80	\$1.80
	Paper Copy of Annual Budget	Each	\$75	\$75
	Paper Copy of Comprehensive Annual Financial Report (CAFR)	Each	\$50	\$50
	Paper Copy of Annual Capital Improvement Plan	Each	\$25	\$25
<b>MISCELLANEOUS</b>				
	Non-Sufficient Funds Check	Each	\$25	\$25
	Notary Public	Per Signature	\$2	\$2
	Standard Hourly Rate - Research	Per Hour	\$60	\$60
<b>LICENSE FEES</b>				
	Business License	Annual	\$100	\$100
	City Sales Tax Permit	Annual	\$15	\$15
	Massage Therapist License	Annual	\$2,000	\$2,000
	Mining License	Annual	\$2,000	\$2,000
	Commercial Rental Property	Annual	\$100	\$100
	Residential Rental Property	Annual	\$0	\$0
	Residential Rental Property (each additional)	Annual	\$0	\$0
	Sexually Oriented Business	Annual	\$2,000	\$2,000
	Special Events	Per Event	\$65	\$65
	Change/Update Bus. License	As Needed	\$25	\$25
	Delinquent Fee	As Needed	10% of license	license
	Peddler's License	Per Quarter/Annual	\$25/\$100	\$25/\$100
	Liquor License	Each	Same amount as AZ Department of Liquor Fees	as AZ Department of Liquor Fees
<b>CITY SALES TAX RATES</b>				
	Retail Sales	Per \$1 Transacted	3%	3%
	Restaurant/Bar	Per \$1 Transacted	3%	3%
	Lodging	Per \$1 Transacted	5%	5%
	Utilities	Per \$1 Transacted	3%	3%

Telecomm	Per \$1 Transacted	3%	3%
Contracting	Per \$1 Transacted	3%	3%
Use Tax	Per \$1 Transacted	3%	3%

#### CLERK

Public Record Requests	Per Page	\$0.50	\$0.50
Public Record Requests - recording	Each	\$10	\$10
Agenda Subscription	Each	\$60	\$60
Regular/Special Council Meeting Minutes	Each	\$120	\$120
Appeal - Notice of Violation	Each	\$10	\$10
Pro/Con Argument Submissions for Election Publicity Pamphlets	Each	\$75	\$75

#### RENTAL FEES

##### COMMUNITY GARDEN

Garden Box 17' x 4'	Annual/Each	\$40	\$40
Garden Box 17' x 8'	Annual/Each	\$80	\$80
Farmer's Market Space Rental (10' x 10')	Each	\$20	\$20

##### RAMADAS

Charged to the general public for use of Ramada space at designated times.		Residents \$15/\$30/\$50 Non-Resident	\$15/\$30/\$50 Non-Resident \$30/\$60/\$100
Reservation and Cleanup Deposit	Per Hour Each	\$30/\$60/\$100 \$150	0 \$150

##### SPORTS FIELDS

			\$30 Non-Residents
Charged to the general public/groups/organizations for guaranteed playing space.		Residents \$30 Non-Residents \$60 With Lights Add \$25	\$60 With Lights Add
Reservation and Cleanup Deposit	Per Hour Each	\$150	\$150

##### CONTRACTED SERVICE FEES (CLASSES)

These percentage fees are charged to organizations for use of city facilities and parks.	20%-30% of registration fee	Varies depending on enrollment	Varies depending on enrollment
--	-----------------------------	--------------------------------	--------------------------------

##### FACILITIES

			\$50 Non-Resident
<b>FIRE TRAINING ROOM</b>	Per Hour	Resident - \$50 Non-Resident \$100	\$100
Supervision/Personnel	Per Hour	\$50	\$50
Reservation & Cleanup Deposit	Each	\$200	\$200

			\$50 Non-Resident
<b>POLICE TRAINING ROOM</b>	Per Hour	Resident - \$50 Non-Resident \$100	\$100
Supervision/Personnel	Per Hour	\$50	\$50
Reservation & Cleanup Deposit	Each	\$200	\$200

##### SENIOR CENTER

			\$50 Non-Resident
Main Room	Per Hour	Resident - \$50 Non-Resident \$100	\$100
			\$35 Non-Resident
Multi-purpose South Room	Per Hour	Resident - \$35 Non-Resident \$85	\$85
			\$25 Non-Resident
Classroom Only	Per Hour	Resident - \$25 Non-Resident \$75	\$75

	Kitchenette (with room or center rental)	Per Hour	Resident - \$10 Non-Resident \$20	\$10 Non-Resident \$20
	Supervision/Personnel	Per Hour	\$50	\$50
	Reservation & Cleanup Deposit	Each	\$200	\$200
<b>WAYFINDING SIGNS</b>				
	Initial Fee	Per Placard	\$500	\$500
	Renewal Fee	Annually Per Placard	\$250	\$250
<b>SPECIAL EVENT FEES</b>				
<b>GENTRY PARK</b>				
	Vendor Participation	Each	\$20	\$20
	Copper Sponsor	Each	\$45	\$45
	Bronze Sponsor	Each	\$100	\$100
	Silver Sponsor	Each	\$200	\$200
	Gold Sponsor	Each	\$375	\$375
	Platinum Sponsor	Each	\$750	\$750
	Presenting Sponsor	Each	\$1,500	\$1,500
<b>GATEWAY PARK</b>				
	Vendor Participation	Each	\$20	\$20
	Copper Sponsor	Each	\$85	\$85
	Bronze Sponsor	Each	\$200	\$200
	Silver Sponsor	Each	\$400	\$400
	Gold Sponsor	Each	\$750	\$750
	Platinum Sponsor	Each	\$1,500	\$1,500
	Presenting Sponsor	Each	\$3,000	\$3,000
<b>FIRE FEES</b>				
<b>PERMITS</b>				
	Aerosol products	Annual	\$0	\$0
	Aviation Facilities	Annual	\$0	\$0
	Amusement Buildings	Per Submittal	\$150	\$150
	Battery Systems	Each	\$50	\$50
	Carnivals & Fairs	Per Submittal	\$200	\$200
	Cellulose Nitrate Film	Annual	\$0	\$0
	Combustible Fiber Storage	Annual	\$0	\$0
	Combustibles-use/storage/manufacture	Annual	\$50	\$50
	Compressed Gases	Annual	\$0	\$0
	Covered Mall Buildings	Annual	\$0	\$0
	Cryogenic Fluids	Annual	\$0	\$0
	Cutting & Welding	Annual	\$50	\$50
	Dry Cleaning Plants	Annual	\$0	\$0
	Exhibits & Trade Shows	Annual	\$200	\$200
	Explosives	Per Submittal	\$50	\$50
	Fire Hydrants/Valves Operation or Use	Per Submittal	\$50	\$50
	Fire Protection Contractor	Annual	\$0	\$0
	Flammable/Combustible Liquids (storage, handle, use)	Annual	\$250	\$250
	Floor Finishing	Annual	\$50	\$50
	Fruit Ripening	Annual	\$0	\$0
	Fumigation/Thermal Insecticidal Fogging	Per Submittal	\$0	\$0
	Gases-use/storage/manufacture	Annual	\$50	\$50
	Hazardous Materials	Annual		
	Hazardous Materials			
	Group 1	Annual	\$100	\$100
	Group 2	Annual	\$200	\$200
	Group 3	Annual	\$300	\$300
	Hazardous Production Material Facility	Annual	\$0	\$0
	High Piled Combustible Storage	Annual	\$50	\$50
	Hot Work Operations	Per Submittal	\$50	\$50
	Industrial Ovens	Annual	\$50	\$50
	LPG Storage, use, handle, dispense	Annual	\$50	\$50

**CONSTRUCTION  
PERMITS**

LPG Exchange Station	Annual	\$50	\$50
Magnesium Working	Annual	\$0	\$0
Misc. Combustible storage >2,500 cu. Ft.	Annual	\$0	\$0
Open Burning	Per Submittal	\$50	\$50
Open Flames	Per Submittal	\$50	\$50
Organic coatings	Annual	\$0	\$0
Places of Public Assembly	Annual	\$0	\$0
Pyrotechnic Special Effects	Per Submittal	\$300	\$300
Pyroxylin Plastics	Annual	\$0	\$0
Refrigeration Equipment	Annual	\$50	\$50
Repair garages & Motor Fuel dispensing Facilities	Annual	\$50	\$50
Rooftop Heliports	Annual	\$0	\$0
Spraying or Dipping Operations	Annual	\$50	\$50
Storage of Scrap Tires & By Products	Annual	\$50	\$50
Temporary Membrane Structures & Canopies	Per Submittal	\$80	\$80
Tire Rebuilding Plants	Annual	\$50	\$50
Waste handling	Annual	\$50	\$50
Storage of Wood Products >200 Cu. Ft.	Annual	\$50	\$50
Automatic Fire extinguishing Systems	Per Submittal	\$375	\$375
Battery Systems	Per Submittal	\$50	\$50
Compressed gases	Per Submittal	\$250	\$250
Fire Alarm Systems			
New Installs:	Per Submittal		
5,000 square feet or less	Per Submittal	\$300	\$300
5,001 - 10,000 square feet	Per Submittal	\$400	\$400
10,001 - 50,000 square feet	Per Submittal	\$500	\$500
50,001 - 100,000 square feet	Per Submittal	\$700	\$700
100,000 - 150,000 square feet	Per Submittal	\$1,000	\$1,000
Over 150,000 square feet	Per Submittal	\$1,500	\$1,500
Modifications:	Per Submittal		
1 - 5 devices	Per Submittal	\$100	\$100
6 - 20 devices	Per Submittal	\$150	\$150
21 - 50 devices	Per Submittal	\$200	\$200
Over 50 devices	Per Submittal	\$300	\$300
Replacement:	Per Submittal		
New Contol Panel	Per Submittal	\$150	\$150
Other	Per Submittal	\$150	\$150
Fire Sprinkler Systems 13 & 13R			
New Installs:			
5,000 square feet or less	Per Submittal	\$300	\$300
5,001 - 10,000 square feet	Per Submittal	\$400	\$400
10,001 - 50,000 square feet	Per Submittal	\$500	\$500
50,001 - 100,000 square feet	Per Submittal	\$700	\$700
100,000 - 150,000 square feet	Per Submittal	\$1,000	\$1,000
Over 150,000 square feet	Per Submittal	\$1,500	\$1,500
Modifications:			
1 - 5 devices	Per Submittal	\$100	\$100
6 - 20 devices	Per Submittal	\$150	\$150
21 - 50 devices	Per Submittal	\$200	\$200
Over 50 devices	Per Submittal	\$300	\$300
Fire Sprinkler System - Residential			
New Install or Modification	Per Submittal	\$100	\$100
Alternative Suppression Systems			
New:			
Water/Foam/CO2/Clean Agent etc.	Each	\$200	\$200
Commercial Cooking:			
Initial	Each	\$150	\$150
Additional	Each	\$75	\$75
Modifications	Each	\$100	\$100
Fire Pump:			
New	Per Submittal	\$500	\$500
Modification/Replacement	Per Submittal	\$100	\$100
Private Fire Protection Systems:			
New	Per Submittal	\$200	\$200

Modification (includes fire lines)	Per Submittal	\$100	\$100
Fire Flow test	Per Request	\$100	\$100
Fire Department Permanent Access:			
New:			
Fire Lane Markings		\$50	\$50
Address Directory		\$50	\$50
Automatic Access Gates		\$100	\$100
Manual Access Gates		\$50	\$50
Walk thru Access Gates		\$50	\$50
Install Knox Box		No Charge	No Charge
Modifications:			
To Any Listed Above		\$100	\$100
Access Roads		\$100	\$100
Flammable/Combustible Liquids Above Ground Tanks:	Per Submittal	\$360	\$360
New Install:			
First Tank	Each	\$250	\$250
Additional Tanks	Each	\$100	\$100
Modification	Per Submittal	\$100	\$100
New Fuel Tank:			
Up to 120 Gallons	Each	\$100	\$100
Over 120 Gallons	Each	\$100	\$100
Removal:	Each		
First Tank	Each	\$200	\$200
Additional Tanks	Each	\$100	\$100
Hazardous Materials			
Inventory Sheet Assessment (1 hour min.)	Per Review		
Management Plan Assessment (1 hour min.)	Per Review		
New - HazMat container or process	Per Review	\$200	\$200
Each Additional	Per Review	\$100	\$100
Hazardous Materials	Per Submittal	\$211	\$211
Industrial ovens	Each	\$50	\$50
LP- Gas	Per Tank		
New Install - For Exchange	Each	\$100	\$100
New Install - Stored for Use or Sale	Each	\$100	\$100
New - LP Gas System	Per Submittal	\$300	\$300
Residential Pool/Spa	Per Submittal	\$50	\$50
Spraying or Dipping Operations	Per Booth		
New Install -Room/Booth/Tank	Each	\$250	\$250
Modification	Per Submittal	\$100	\$100
Compressed Gases			
New Install			
Under 400 lbs	Each	\$150	\$150
Over 400 lbs	Each	\$300	\$300
Modification	Per Submittal	\$100	\$100
Other Permit Fees			
High Piled Storage Review	Per Submittal	\$100	\$100
Firefighter Air System (FAS)	Per Submittal	\$300	\$300
Standpipe Systems	Per Submittal	\$50	\$50
Temporary Membrane Structures & Canopies	Per Submittal	\$80	\$80
<b>MISCELLANEOUS FEES</b>			
False Alarms			
	After 2nd	\$150	\$150
	After 5th	\$340	\$340
	After 9th	\$700	\$700
Advanced Life Support Transports	Per Incident	\$84	\$84
			Resident: \$10
CPR Fees	Per Class	Resident: \$10 Non-Resident: \$36	Non-Resident: \$36
<b>GIS DATA</b>			
Citywide GIS Data	Per Data Set	\$65	\$65
Maps:			
8.5 x 11	Each	\$2	\$2
11 x 17	Each	\$4	\$4



18 x 24	Each	\$10	\$10
24 x 36	Each	\$20	\$20
36 x 48	Each	\$40	\$40

## COMMUNITY DEVELOPMENT

Address Assignment	Per Request	\$50	\$50
Administrative Appeal	Per Appeal	\$100	\$100
Annexation/Deannex	Per Annexation	\$1,500	\$1,500
Appeal to P&Z/Council	Per Appeal	\$1,000	\$1,000
Comp Sign Package	Per Request	\$1,000	\$1,000
Conditional Use Permit	Per Request	\$1,450	\$1,450
Continuance Request	Per Continuance	\$250	\$250
Development Agreement	Per Request	All Legal Costs	Costs
Final Plat	Per Plat	\$1,000+10/lot	t
General Plan Amend [Maj]	Per Request	\$1,500	\$1,500
General Plan Amend [min]	Per Request	\$1,000	\$1,000
Group Home Request	Per Request	\$200	\$200
Landscaping Review	Per Sheet	\$200	\$200
Map Amendment - C	Per Request	\$1,500	\$1,500
Map Amendment - I	Per Request	\$1,500	\$1,500
Map Amendment - R	Per Request	\$1,500	\$1,500
PAD Amendment [M]	Per Request	\$1,000	\$1,000
PAD Amendment [m]	Per Request	\$500	\$500
PAD Overlay & Plan	Per Request	\$1,500	\$1,500
Planner Consultation	Per 1/2 Hour	\$50	\$50
Pre-Application	Per Request	\$500	\$500
Preliminary Plat	Per Plat	\$1,000+10/lot	t
Site Plan Amend [M]	Per Request	\$1,000	\$1,000
Site Plan Amend [m]	Per Request	\$500	\$500
Site Plan Review	Per Request	\$1,450	\$1,450
Street Name Change	Per Request	\$1,000-\$1,500	\$1,500
Subdivision Variance	Per Request	\$1,000 each	\$1,000 each
Temporary Use Permit	Per Request	\$100	\$100
Zoning Text Amendment	Per Request	\$1,500	\$1,500
Zoning Certification	Per Request	\$100	\$100
Zoning Variance [R/C]	Per Request	\$250/\$1,000	\$250/\$1,000
<b>Accessory Structure &gt;120 Sq. Ft.(sheds)</b>		\$25	\$25
<b>Certificate of Occupancy:</b>			
C. of Completion (no Occupancy)	Per Building	\$50	\$50
Temporary C/O	Each	\$200 first 30 day period \$400- 31-60 Days \$ 1,000 -61-90 Days	\$200 first 30 day period \$400- 31-60 Days \$ 1,000 -61- 90 Days
Commercial C/O	Per Building	\$200	\$200
Residential	Per House	\$100	\$100
Multi-Family	Per Building	\$100	\$100
			50% of Valuation
<b>Conversion of existing space to livable area-</b>		50% of Valuation	Chart for R3
Residential only. See fees for commercial conversion		Chart for R3 based on new area	based on new area
Assessory Structures	Per Building	\$0	\$0
Single Family Dwelling	Per House	\$0	\$0
Commercial Bldg	Per Building	\$0	\$0
Demolition:			
Accessory		\$25	\$25
SFD, Garage		\$150	\$150
Com. Bldg		\$200	\$200
<b>Electric Meter Clearance w/o repair</b>	Each	\$30	\$30
<b>Electric/New Construction</b>	Each	\$50	\$50
		15% permit fee- Comm.	15% permit fee- Comm.

<b>Flag Poles</b> over 30 feet	Each	\$25	\$25
<b>Gas Line:</b> New	Each	\$50	\$50
Repair Only	Each	\$30	\$30
Gas Test/ Clearance only		\$30	\$30
<b>Mechanical/New Construction</b>	Each	\$50 Res.	\$50 Res.
		15% permit fee-Comm.	15% permit fee- Comm.
Repair		\$30	\$30
Other Than Residential - New Unit		\$80	\$80
<b>Permit Extension</b>	Each	25% of original permit fee	original permit fee
<b>Permit Expedited</b>	Each	2 x permit fee	2 x permit fee
		50% original permit fee	50% original permit fee
<b>Permit Expired</b>	Each	\$50	\$50
<b>Plumbing Repair/ New Construction</b>	Each	15% permit fee-Comm.	15% permit fee- Comm.
		\$30	\$30
Repair			
<b>Pre-fabricated Structures:</b>			
		\$ 300 set up fee*	\$ 300 set up fee*
Mobile Home, Park Model>400 s.f.	Each	\$600 (+ MPE)*	\$600 (+ MPE)*
Modular (Commercial)	Each		\$ 4.50 per lineal ft.
		\$ 4.50 per lineal ft. (+MPE)*	lineal ft. (+MPE)*
Manufactured/ Factory built	Each		\$ 100
Accessory garages, carports, storage	Each	\$ 100 set up fee	set up fee
<b>*These fees are established by the Office of Manufactured Housing</b>			
<b>Pools and Spas:</b>			
In Ground pool	Each	\$300	\$300
Spa (in ground)	Each	\$75	\$75
Pool site review (std plans on file)	Each	\$50	\$50
Semi-public pool site review	Each	\$100	\$100
Review of Standard Plans		see review fees	fees
Review w/o Std Plans on file		\$50	\$50
			\$200 (+MPE fees)
<b>Relocation</b> of Building (inspect. Req'd)	Each	\$200 (+MPE fees)	fees)
<b>Stucco-</b> house or assessor structure	Each	\$30	\$30
<b>Temporary Structures/Power:</b>			
Temp. Construction trailer	Each	\$200	\$200
Temp. Electrical/Generator	Each	\$100	\$100
Temp. (over 60 days/cond.partial)	Each	\$1000 per bldg	bldg
Tenant Improvement	Each	\$100 per suite	suite
<b>Water Heater:</b>			
New or replacement	Each	\$30	\$30
			Valuation or
Solar	Each	Valuation or \$100 w/ std plans	\$100 w/ std plans
		Double permit fee	Double permit fee
<b>Work Started w/o permits</b>			
<b>GREEN/ SUSTAINABLE/ ENERGY</b>			
Green Energy Build –Administ. Doc. Fee		\$250	\$250
Greywater irrigation system		\$100	\$100
LEED Certified- Administ. Documentation Fee		\$250	\$250
		Based on Valuation	Based on Valuation
Solar PV System- Commercial			Valuation or
		Valuation or \$ 300 w/ std plans	\$ 300 w/ std plans
Solar PV System- Residential			Valuation or
		Valuation or \$ 100 w/ std plans	\$ 100 w/ std plans
Solar Water Heater		\$25	\$25
Tankless Water Heater (replacing old unit, gas or electric)		\$150	\$150
Turbine or wind generation systems			

<b>Plan Review</b>			
<b>Appeal Hearing Fee</b>	Each	\$300	\$300
		\$75 per hour (Min. 1 hr)	\$75 per hour (Min. 1 hr)
<b>Change/ revisions to approved plans</b>	Each		
<b>Deferred Truss Calculations</b>			
Residential	Per Submittal	\$100	\$100
Commercial	Per Submittal	\$250	\$250
			2x fee (1/2 time)
<b>Expedited Plan Review</b>	Each	2x fee (1/2 time)	time)
			65% of
<b>Plan Review</b>	Each	65% of permit fee	permit fee
		Refund of 80% permit fee	80% permit fee
<b>Refunds</b>	Each		minus review
	Each	minus review fees	fees
<b>Residential Site plan (w/std plans)</b>	Each	\$50	\$50
<b>Standard Plans</b> (valid for code cycle)	Each		
Aluminum carports/Canopies	Each	\$75	\$75
			Based on
House Plans	Each	Based on Valuation	Valuation
Manuf. Bldg Installation details	Each	\$100	\$100
Pools	Each	\$100	\$100
Solar installations- WH/PV	Each	\$100	\$100
	Each		
<b>Inspections</b>	Each		
<b>Electrical, Mechanical, Plumbing (MPE)</b>	Each	\$50 residential	residential
		15% permit fee- Comm.	15% permit fee- Comm.
			\$75 (Min. 2 hrs)
<b>After Business Hours</b>		\$75 (Min. 2 hrs)	hrs)
<b>3rd Party Inspections</b>		Actual cost	Actual cost
<b>Reinspection fee</b> (after 3 failures)		\$25	\$25

#### ADAPTIVE REUSE- SPECIAL CONDITION FEES

		\$ 100 flat fee	\$
Conversion of existing residential to Live/Work unit		100 flat fee	
		\$ 250 flat fee	\$
Conversion of existing Commercial to Live/Work unit		250 flat fee	
Permits by Inspection (no plans- residential live/work only)		\$150	\$150
Consultation prior to Permit by Inspection		No charge	No charge
<b>Signs</b>			
<b>0-32 s.f.</b>	Each	\$50	\$50
<b>33- 48 s.f.</b>	Each	\$75	\$75
<b>Over 48 s.f.</b>	Each	\$125	\$125
		Based on Actual Value	Based on Actual Value
<b>Monument/ Pylon</b>	Each		
<b>Electrical Connection</b>	Each	\$40	\$40
<b>Face Panel Change out only</b>	Each	\$25	\$25
<b>Temporary Banner (30 days)</b>	Each	\$30	\$30

#### New Construction See Valuation Table

#### Fees based on Valuation

##### Fencing:

<36" high (all materials) - add to existing	lineal foot	\$2	\$2
>36" high- all materials - chain link, wood, iron	lineal foot	\$5	\$5
Masonry> 36"high/retaining walls	lineal foot	\$7	\$7

##### Residential:

Patio or deck	square foot	\$12	\$12
Room Addition	square foot	\$25	\$25
Ramada/Gazebo/Pergola> 120 s.f.	square foot	\$12	\$12
Unfinished basement	square foot	\$15	\$15
Conversion of exist. space to livable	square foot	\$15	\$15

##### Commercial:

New Construction		Use Valuation Chart	Valuation Chart
			80% of
Shell/Grey Building		80% of Calculated Value	Calculated Value
Tenant Improvement- Office/Merch.	square foot	\$20	\$20
Tenant Improvement- Rest. Or Med.	square foot	\$30	\$30
Tenant Improvement- Vanilla Shell	square foot	\$20	\$20
<b>All other projects not included</b>		Actual Stated Value	Actual Stated Value
<b>ENGINEERING</b>			
Plan Review	Per Sheet	\$200	\$200
Report Review	Each	\$600	\$600
At Risk Grading/Drainage Permit	Each	150% of actual grading/drainage permit cost	actual grading/drainage permit
Haul Permit	Each	\$300	\$300
Permit	Each	3.5% of actual contract construction costs	actual contract construction costs
<b>CITY COURT FEES</b>			
Copy of Record	Per Case	\$17	\$17
Court Technology/Security	Per Case	\$25	\$25
Default Fee	Per Charge	\$40	\$40
Jail Cost Reimbursement	Based on Sentence	Same as Maricopa County Jail Per Diem Rates	Maricopa County Jail Per Diem Rates
Research Fee	Per Case	\$17	\$17
Time Payment	Per Case	\$20	\$20
Warrant	Each	\$200	\$200
<b>POLICE FEES</b>			
Impound	Each	\$150	\$150
Public Records Release	Each	\$0	\$0
Police Reports - Victims of a criminal offense receive 1 free copy	Each - 20 or less pages	\$5	\$5
	Per page over 20 pages	\$0.20	\$0.20
Archived Reports	Each	\$20	\$20
Photo CD	Each	\$10	\$10
Audio CD/DVD	Each	\$10	\$10
Video CD/DVD	Each	\$25	\$25
<b>UTILITY FEES</b>			
<b>WATER RATES</b>			
<b>Residential:</b>			
Base Charge (all meter sizes)	Monthly	\$19.77	\$19.77
Volume Rate (gallons)	Per 1,000 gallons		
0 - 5,000		\$3.55	\$3.55
5,001 - 15,000		3.91	3.91
15,001 - 25,000		4.31	4.31
> 25,000		4.73	4.73
<b>Commercial:</b>			
Base Charge (all meter sizes)	Monthly	\$23.43	\$23.43
Volume Rate (gallons)	Per 1,000 gallons		
All Use		\$4.42	\$4.42

<b>Irrigation:</b>				
	Dysart Ranchettes Only	Per Hour	\$20.97	\$20.97
<b>Water Recharge: ****</b>		Per 1,000 gallons		
	Surprise Customers		\$1.87	\$1.87
	El Mirage Customers		\$1.87	\$1.87
	Hydrant Customers		\$1.87	\$1.87
<b>WATER METERS</b>				
	5/8"	Each	\$225	\$225
	3/4"	Each	\$275	\$275
	1"	Each	\$300	\$300
	1.5"	Each	\$605	\$605
	2"	Each	\$3,045	\$3,045
	3"	Each	\$3,840	\$3,840
	4"	Each	\$3,770	\$3,770
	6"	Each	\$6,605	\$6,605
	8"	Each	\$10,375	\$10,375
	10"	Each	\$13,615	\$13,615
	12"	Each	\$15,055	\$15,055
	Hydrant	Each	\$1,025	\$1,025
<b>SEWER RATES</b>				
<b>Residential:</b>				
	Base Charge (all meter sizes)	Monthly	\$5.75	\$5.75
	Volume Rate (gallons)			
	All Flows	Per 1,000 gallons	\$3.27	\$3.27
<b>Commercial:</b>				
	Base Charge (all meter sizes)	Monthly	\$5.75	\$5.75
	Volume Rate (gallons)			
	All Flows	Per 1,000 gallons	\$3.27	\$3.27
<b>SANITATION RATES</b>				
<b>Residential:</b>				
	Monthly Fee	Monthly	\$13.23	\$13.23
<b>MISCELLANEOUS UTILITY FEES</b>				
Establish Service:				
	Residential	Each	\$30	\$30
	Commercial	Each	\$50	\$50
	Disconnect	Per Occurrence	\$95	\$95
	Same Day Turn On/Turn Off	Per Occurrence	\$50	\$50
	Emergency Turn On/Turn Off	Per Occurrence	\$95	\$95
Door Hanger:				
	Residential	Per Occurrence	\$10	\$10
	Commercial	Per Occurrence	\$15	\$15
	Collections	Per Occurrence	15%	15%
	Relocate/Install Hydrant Meter	Per Occurrence	\$50	\$50
	Meter Testing	Per Occurrence	\$75	\$75
	Equipment Tampering	Per Occurrence		plus cost of labor and materials
			\$250 plus cost of labor and materials plus an additional 15% administrative fee	plus an additional 15% administrative fee

Installation/Connections of Taps/Meter Boxes/etc.	Per Occurrence		
		Actual cost of contractual labor and materials plus an additional 15% administrative fee	Actual cost of contractual labor and materials plus an additional 15% administrative fee

PROPERTY TAXES			
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PRIMARY	Used to support Public Safety Operations			
	Calculation Methodology			
	\$	101,411,121	Net Assessed Valuation	
	\$	1,654,937	Tax - Same As Last Year	
		Per \$100 Net Assessed Valu	\$1.6992	\$1.6319
SECONDARY	Used to pay for voter authorized debt			
	Calculation Methodology			
	\$	101,411,121	Net Assessed Valuation	
	\$	2,030,000	Tax - Same As Last Year	
		Per \$100 Net Assessed Valu	\$2.0842	\$2.0018

\*\*\* Property tax rates and Court fines are established separate from this process.